



Timothy M. O'Brien
Clerk of Court

Kansas City Division
500 State Ave. (259)
Kansas City, KS 66101

Topeka Division
444 S.E. Quincy St. (490)
Topeka, KS 66683

Wichita Division
401 N. Market St. (204)
Wichita, KS 67202

Vacancy Announcement

UNITED STATES DISTRICT COURT District of Kansas

Position: Courtroom Deputy to a Magistrate Judge
Number of Positions: One
Classification Level: CPS CL 26/1 – CL 27/61
Salary Range: \$41,786 - \$74,628
Location: Wichita, Kansas
Opening Date: May 7, 2014
Closing Date: May 21, 2014
Vacancy Number: WI14-6

POSITION OVERVIEW:

The Courtroom Deputy is an employee of the clerk's office assigned to a U.S. District Court Magistrate Judge. Courtroom Deputy functions include, but are not limited to, the following:

Manages the court's cases by: calendaring and regulating their movement; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials and conferences. Updates and manages the electronic case database system and keeps the judge and immediate staff informed of case progress.

Reviews information relating to pending cases to ensure that all records and reference materials are available for use by the judge and counsel.

Attends court sessions and conferences, serves as bailiff and coordinates jurors. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, ensuring the presence of all necessary participants and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries. Drafts judgments for the judge's approval.

Acts as a liaison among the clerk's office, the bar and the judge to ensure that cases proceed smoothly and efficiently. Serves as a primary source of information on scheduling conferences, hearings, trials and other case processes.

Receives, screens and refers telephone calls and personal visitors. Answers routine inquiries and provides assistance to the public as authorized, maintaining the confidentiality of sensitive matters. Prepares correspondence, legal documents and other materials for the judge's review and signature. Performs other duties as required by the judge and the clerk's office.

QUALIFICATION REQUIREMENTS:

Mandatory

High school diploma or equivalent, and one year of progressively responsible clerical or administrative experience equivalent to work at the CL 25. “Specialized Experience” means the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws, and involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

Preferred

Fast-paced and challenging position requires incumbent to present a professional demeanor at all times. Time management skills, accuracy and attention to detail are exceptionally important. The successful applicant will possess strong interpersonal, organizational, analytical, verbal and written communication skills. The successful applicant will have a thorough understanding of the policies and procedures of the court.

TO APPLY:

To apply for this position, please submit a cover letter outlining why you want this position and why you believe your experience and skills would make you successful in this position to:

ksd_recruitment@ksd.uscourts.gov

INFORMATION FOR APPLICANTS:

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. Travel and relocation expenses will not be paid.

*** THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER ***